



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

MAINTENANCE WORKER I

\$2,934 - \$3,143 - \$3,300 - \$3,465 - \$3,638

MAINTENANCE WORKER II

\$3,273 - \$3,437 - \$3,608 - \$3,789 - \$3,978

Currently one (1) position open

FINAL FILING DATE: THURSDAY, JUNE 28, 2007 BY 5:00 pm

This is a promotional and open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. **This recruitment will be filled if the City is unsuccessful of hiring a Tree Trimmer.** Placement at either the Maintenance Worker I or Maintenance Worker II level will be based on experience and qualifications.

Position: Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), to perform semi-skilled work involved in street, sewer collection system, and park construction, maintenance and repair.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

Experience: No experience is required (Maintenance Worker I) and two (2) years of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility (Maintenance II).

Training: Any combination of training and experience equivalent to high school graduation.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties: Operate construction equipment and power tools such as backhoes, graders, front end loaders, rollers, vactors, compressors, jackhammers, paint sprayers, concrete saws, mowers, edgers, and blowers; maintain hand tools and assigned equipment. Utilize proper safety precautions related to all work performed; install barricades and cones prior to the performance of repair and maintenance activities; direct and control traffic around work sites. Respond to requests and inquiries from the general public.

When assigned to Park Maintenance: Plant, water, and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns. Trim and prune bushes, trees, and shrubs; stake trees as necessary. Rake leaves and clear debris from walks, fields, courts, and other facilities. Apply herbicides, fungicides, and pesticides to landscaped areas. Install and repair playground equipment, fences, and other related parks equipment and facilities. Assist in minor plumbing repair of restroom facilities. Prepare and maintain athletic fields and related facilities. Maintain recreation buildings including the City's Community Center and other buildings. Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust sprinkler heads; maintain controllers; assist in large irrigation system installation and maintenance projects. Perform routine plumbing repairs on restroom facilities; fabricate and weld metal railings, equipment, and grills.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308/FAX: (831) 636-4322.** May download application: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: June 13, 2007

